
(Letterhead)

(Office Symbol) (MARKS Number)

(DATE)

(Reason for the enclosure)

(Rated NCO's name and rank)

(Rated NCO's SSN)

(Period of report)

As the (state your position) during the period in question, I (state your finding or action)

(Signature Block)

Figure 3-7. Sample format of an NCO-ER enclosure

(Letterhead)

(Office Symbol) (MARKS Number)

(DATE)

Reviewer's Nonconcurrency

(Rated NCO's name and
Rank, SSN, period of
report)

As the reviewer during the period in question I nonconcur with the (rater's and/or senior rater's) evaluation of (name of rated NCO). I submit the following to clarify the situation and indicate what I consider to be the proper evaluation of performance and/or potential. I ... (submit your evaluation)...

(Signature Block)

Figure 3-8. Sample format of a reviewer's nonconcurrency enclosure
